

Town of West Tisbury

Request for Proposals

Engineering and Environmental Studies for the Mill Pond

I. General Information

- 1) Proposals will be accepted at the **West Tisbury Town Hall, Office of the Town Administrator, 1059 State Road, P.O. Box 278, West Tisbury, MA 02575**, until **2:00 PM, August 30, 2010**. Applicants must submit an original application and six copies in a sealed envelop marked "Mill Pond". Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. If, at the time of the scheduled response opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the response opening will be postponed until 2:00 PM on the next normal business day. Submittals will be accepted until that date and time.
- 2) Award will be made within sixty (60) days after response opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
- 3) If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed, mailed or faxed to all companies and individuals on record as having requested the RFP.
- 4) **All inquiries or questions regarding this RFP should be submitted in writing no later than August 25, 2010 to Mill Pond Committee, (M.P.C.), c/o Jennifer Rand, Town Administrator, PO Box 278, West Tisbury, MA, 02575 or townadmin@westtisbury-ma.gov.** Written responses will be mailed, faxed or emailed to all companies and individuals on record as having requested the RFP.
- 5) Responses may be modified, corrected or withdrawn only by written notice received by the Town of West Tisbury prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.
- 6) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified. Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.
- 7) Proposals, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the Awarding Authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive and binding.

8) The Town of West Tisbury reserves the right to reject any and all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interest.

9) The Town of West Tisbury may cancel this RFP, in whole or in part, or may reject all Proposals, or may procure only some goods and/or services outlined in this RFP whenever such action is determined to be fiscally advantageous, or if it is otherwise in the best interest of the Town of West Tisbury.

10) The Town of West Tisbury may request that supplementary information be furnished to assure the Town of West Tisbury that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.

11) The Town of West Tisbury will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town of West Tisbury. All deliverables, reports, maps and other documents resulting from this contract shall become the property of the Town of West Tisbury.

12) The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B. The selected proposer shall be expected to comply with all applicable state and federal laws in performance of service.

13) Response to this RFP acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the RFP will be incorporated within the contract. If the proposer's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must then be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.

14) The Town of West Tisbury makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements and/or future addendums, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.

15) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the authorized individual(s).

II. Request for Proposals

Project Description

The Town of West Tisbury through its Mill Pond Committee (MPC) invites qualified responders ("Consultant") to submit a proposal for engineering and environmental studies on which to base a long term management plan for the preservation of the Town's historic Mill Pond.

III. Background

Mill Pond is believed to have been built in the late 17th Century to provide power for grist mills. It is unknown how many successive mills may have been built at this site, but a woolen mill for production of "satinet", a felted cloth used for sailors' clothing, replaced the grist mill in the mid

19th century. Over the centuries, the Pond has likely been repeatedly dredged to maintain sufficient volumes of water to power the mills. Recent records of dredging date back to 1948 and 1970. In 2006 Aquatic Control Technology, Inc. (A.C.T.) completed a “Mill Pond Baseline Assessment and Management Plan” for the Pond. They found the Pond (2.5 Ac.) currently has an average depth of 1.7 ft., and a soft sediment thickness of 2.8 ft. Consequently, submergent and emergent vegetation is appearing well out into the Pond.

In 2008 the West Tisbury Town Meeting *rejected* a proposal for engineering and environmental studies, and permitting for a dredging project of the Pond. In 2010 voters *approved* a proposal to “Appropriate the sum of \$25,000 to fund engineering and environmental studies on which to base a long term management plan for the preservation of the Town’s historic Mill Pond....”

IV. Scope of Services

1. Surveying

A. Survey Plan and Base Map (*Surveying tasks shall be prepared using Autocad or equivalent, and Town of West Tisbury provided with digital copy*). *Site plan shall include:*

1. Pond Boundary
2. Wetland and Upland Areas *within 100 feet of pond boundary, showing resource boundaries.*
3. Topography of Surrounding Area *(2 foot contour interval within 100 feet of the Pond).*

B. Update Hard Sediment Bathymetry - *including update of soft sediment thickness, utilizing at least 30 data points from transects made across the pond.* (See A.C.T. and Wilcox, M.V.C. reports).

2. Describe and Evaluate Various Preservation/ Management Alternatives

The ACT report discussed a range of alternative preservation methods, and their suitability for Mill Pond. The report shall include but not be limited to a discussion of the following alternatives:

- Hand Pulling/Harvesting
- Winter Drawdown
- Mechanical Hydro-Raking
- Dredging – both Mechanical (excavator) and Hydraulic (dredge). *If Dredging is proposed:*

A. Determine Alternative Methods and Costs of Dredging the Pond.

- ACT determined that the most effective method of pond preservation would be dredging soft sediment from the pond bottom. In order to determine the feasibility of dredging, the following tasks shall be accomplished:

- Establish dredge volumes based on the removal of soft sediment to appropriate depths for pond preservation. If dredging is proposed, all existing emergent vegetation on the pond margin shall be avoided.
- Determine the feasibility of alternative methods of dredging, i.e. hydraulic dredging, using adjacent uplands for dewatering; and mechanical dredging with dewatering of soils in Pond, etc.
- Discuss dredging methods and disposal with local contractors familiar with pond restoration.
- Discuss disposal of high-value organic matter with Island agricultural organizations to determine feasible and equitable use of this resource. Determine monetary value of material.
- Establish cost estimates for these methods.

B. Discuss Potential Impacts of Dredging on the Pond

Considering the nature of the glacial bottom sediments, discuss the capability of this material to withstand mechanical dredging without the danger of the impermeable substrate being punctured, resulting in excessive leakage from the Pond bottom.

Recommend measures to mitigate any potential leaks.

Review these methods and provide recommendations regarding the application of these and any alternative preservation methods you feel are applicable to Mill Pond.

3. Investigate and Discuss the Impacts of Neighboring Ponds, and the Hydrology of Mill Brook on the Hydrology of Mill Pond

- Consult Civil Engineer Kent Healy, Keeper of Mill Pond Dam, who has extensive knowledge of, and flow records for Mill Brook, and environs.

4. Describe in Detail Consultant's Best Management, Option(s), including Cost Estimates

Provide a detailed narrative of the management option *considered the most practical for the long range management and preservation of the Mill Pond*. Include non-binding cost estimates, based on consultation with MPC, and discussion with local contractors experienced in pond excavation. Also include estimated costs of Permitting.

5. Natural Heritage and Endangered Species Program

In cooperation with Polly Hill Arboretum, (currently conducting a botanical study of the Mill Pond area), identify State-listed species. Investigate and estimate cost for additional research of listed species (such as Brook Lamprey) required to determine its (their) status in connection with obtaining permits for work under the Wetlands Protection Act.

6. Time Frame for Project

* Draft Report shall be submitted by June 1, 2011

* Final Report shall be submitted by August 1, 2011

7. Tasks to be Performed by Mill Pond Committee – *(Consultant shall consider available relevant findings of MPC, and other local sources, including the Martha's Vineyard Commission, Polly Hill Arboretum, Woods Hole Oceanographic Institution, in making recommendations in its Report. See Bibliography at end of RFP).*

* Determine Rate of Sedimentation in Mill Pond - (multi-year task)

* Determine sub-Pond Geology and Hydrology regarding Pond's Resilience to Potential Dredging

* Determine relationship between Mill Pond and Neighboring Ponds, and with Groundwater

* Determine Pond Sediment Characteristics

* Test Sediment for Organic Content and Contaminants

* Develop Long Range Management Plan for Mill Pond

8. Proposal Submission Requirements

1. Narrative Description of the Project, including Project Schedule, and Cost Proposal. In addition to Total Cost, please provide us with your Breakdown Allocation of Costs.

2. Narrative Description of Research Team, its Outside Consultants, and Qualifications for both.

3. Applicant shall submit three (3) Project Reports *from past projects* which will be used to evaluate the Consultant's proposal for Mill Pond.

4. A minimum of three (3) Client References for related work shall be provided, including complete addresses and recently verified telephone number, including name and title of individual familiar with Consultant's performance on the project.

5. *Selected* applicants shall present their proposals to and be interviewed by the Selection Committee.

9. Evaluation Criteria for Selection of Consultant with Most Advantageous Proposal

The selection process will include an evaluation procedure based on the criteria identified below.

1. **Technical Approach** The Consultant's understanding of the Scope of Services, thoroughness of the proposed work, innovative solutions, and clarity of the work program.

2. **Professional Qualifications** Professional qualifications of the respondent (training/educational background appropriate for the project described herein) and all project personnel.
3. **Demonstrated Experience** Demonstrated experience with long-term management of fresh water ponds, including hydrology, biology, preservation, and management within the Commonwealth of Massachusetts. Consultant must have experience with municipalities, and must have successfully completed a project of similar scope for a Massachusetts municipality within the past five (5) years.
4. **Strength and Credibility of Client References** Reference checks may be done to evaluate the special skills and abilities needed by the Consultant for this activity, including timeliness of performance.

A minimum of three (3) references for related work shall be provided and include references with complete addresses and recently verified telephone number, including name and title of individual who is familiar with the firm's performance on the project. Provide examples and/or samples of the firm's work relating to such activities.

10. Deliverables

1. Report (Ten (10) copies), plus Electronic Version
2. Auto Cad or similar digital copies of Surveying Plans

11. Meeting Attendance

Consultant shall attend four (4) meetings on-Island to present the draft and final reports.

12. Selection Process

All packages submitted by the deadline will be opened in public on August 30, 2010 and logged in. All information contained in the proposals is public. The Town of West Tisbury, and its Mill Pond Committee will review and evaluate the proposals that have been submitted by the submission deadline. Evaluation of the proposals will be based on the information provided in the applicant's submission in accordance with the selection criteria outlined in this RFP and any interviews, references, and additional information requested by the Town. The Town of West Tisbury will notify all applicants in writing of its decision, within 60 days.

13. Partial Bibliography of Relevant Materials

Aquatic Control Technology Inc. Mill Pond Baseline Recommendations and Management Plan – 2006

MASS. NHESP, Priority Habitats-Rare Species and Estimated Habitats-Rare Wildlife. Oct 1, 2008

Healy, Kent A., Sc.D. PE, Mill Brook – West Tisbury, MA (Flow and Elevation Map) 3/2010

“ “ Mill Pond Dam, Phase I Inspection Evaluation Report, Oct. 2006

Wilcox, William A., Mill Brook Stormwater Runoff Assessment, 2/12/09

“ “ Mill Pond Bathymetry, Aug. 2005

West Tisbury Conservation Commission - Berresford Pond - Notice of Intent & Order of Conditions, 2008

14. Partial List of Individuals/Organizations with Knowledge of Mill Pond

Anna Alley – History of Mill Pond (508-693-2950)

Kent Healy – Hydrology of Pond and Watershed (508-693-6736)

Craig Saunders – Hydrology of Pond and Watershed (508-696-5458)

Bob Woodruff – General Ecology of Pond and Watershed (508-693-8447)

Polly Hill Arboretum - Botanical Study of Mill Pond (2010) (508-693-9426)

Luanne Johnson – Study of Otter Ecology on Island (incl. Mill Pond) (508-693-4534)

Bill Wilcox – Water Resources Planner, Martha’s Vineyard Commission (508-693-3453)

West Tisbury Conservation Commission (508-696-6404)